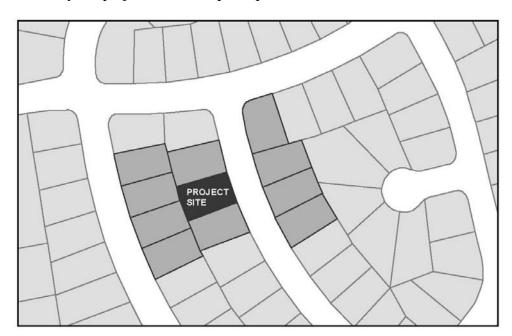


City of Santa Barbara

HAND-DELIVERED TENANT NOTIFICATION INSTRUCTIONS

Single-family residential projects subject to mailed noticing at the Single Family Design Board (SFDB) or Historic Landmarks Commission (HLC) have a hand-delivered "door to door" tenant/occupant noticing requirement in addition to the required mailed noticing to property owners. The purpose of the hand-delivered notice is to provide an early opportunity for neighbors to comment on development proposals that may impact their property or neighborhood. The hand-delivered noticing requirement is <u>in addition</u> any required tenant/occupant noticing for a Coastal Development Permit or Condominium Conversion application, if applicable.

- 1. At the time of application submittal, the applicant shall sign an affidavit stating that he or she will notify tenants/occupants of the ten closest lots at least ten (10) days prior to the hearing date.
- 2. Fill out the attached form letter, or create your own letter containing the same information regarding the proposed project type, hearing date, contact information, and availability of plans and guidelines.
- 3. Hand-deliver copies of the letter to each unit with the intent to discuss the proposed project and receive feedback on the project from neighbors. If no one is available, it is acceptable to leave the letter at the doorstep (US Mail boxes cannot be used). A letter must be delivered to **each individual** unit on the property; a lot with multiple units (i.e., apartment buildings) only "counts" as one of the ten closest lots.
- 4. The ten closest lots shall, at a minimum, include all lots that directly abut the project site and several lots located across the street. Additional lots should include those that would be most likely affected by the project. An example is provided below.



| | | Date: |
|---|---|---|
| Dear Neighbor, | | |
| Per City of Santa Barbara 1 | requirements, I am hand-delivering | g this letter to you in case you would |
| like to learn more about my project | t proposal at | · |
| The project proposed involves the | | (Address) |
| ☐ Exterior Alteration☐ First Floor Addition☐ Upper Story Addition | □ New Structure□ Retaining Wall(s)□ Grading | ☐ Site work requiring a permit |
| In case I've stopped by w | hile you were not home and you | would like to learn more about the |
| project or would like to view the pl | ans with me, please feel free to cal | II me at |
| A detailed project description can | be found on the City's website a | t www.santabarbaraca.gov (Click on |
| "Find Permit Status" on the left-ha | nd side of the home page). The app | plication and plans for the project are |
| also filed with the City of Santa | Barbara and are available for yo | our review at the City Planning and |
| Zoning Counter at 630 Garden Stre | eet. Please call for office hours at (| (805) 564-5578. |
| An agenda for the public he | earing at the (circle one of the follo | owing): Single Family Design Board |
| (SFDB) or Historic Landmarks Co | emmission (HLC) will be posted a | t least three days prior to the hearing |
| date, at www.santabarbaraca.gov/C | Government/Boards and Commiss | sions. |
| You might also be interested | ed in reviewing the Single Family | Residence Design Guidelines, which |
| the Design Review hearing body | will be using in evaluating my p | roject proposal. The Guidelines are |
| available on-line at www.santaba | rbaraca.gov/Resident/Home/Guide | lines/, at 630 Garden Street, and at |
| local libraries. | | |
| | | |
| | Sincerely, | |
| | | (Signature) |
| | | |
| | | (Print Name) |



City of Santa Barbara

HAND-DELIVERED TENANT NOTIFICATION AFFIDAVIT

| STATE OF CALIFORNI | A |) | | | |
|--|--|-------------|--------------|--------------|------------------------|
| COUNTY OF SANTA BA | ARBARA |) | SS. | | |
| CITY OF SANTA BARBA | ARA |) | | | |
| I, | nts as outlined in the state of | in the "Han | id-Delivered | Tenant Notif | ered to the residen |
| | (Address) | | | prior to the | e first public hearing |
| I CERTIFY UNDER PEN CALIFORNIA THAT THE | | | | | OF THE STATE O |
| SIGNED: | | (Sign | nature) | | |
| NAME: | | (Prin | t Name) | | |
| ADDRESS: | | | | | |
| EMAIL: | | | | | |
| PHONE: | | | _ | | |
| DATE: | | | | | |

Revised February 2, 2010